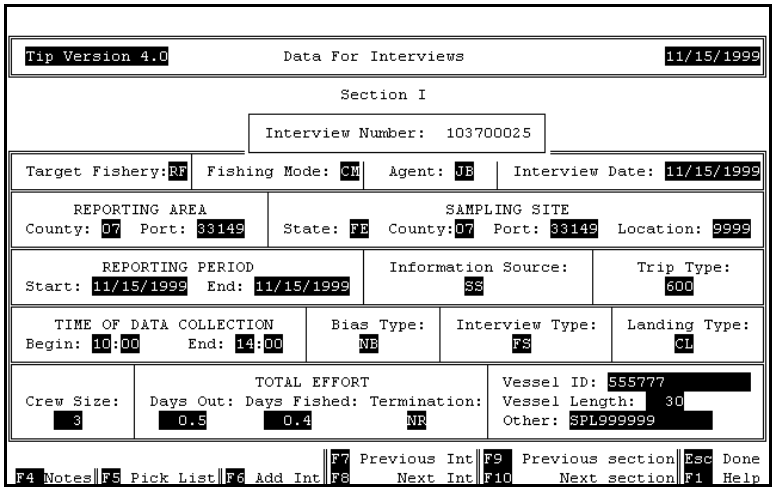
3

Reporting Form Procedures



A. Section I: Interview & Trip Information

This section provides elements of the interview such as date, vessel id number, state, county, and dealer codes which can be essential in linking to the catch/effort databases. It serves internal quality control purposes by identifying the agent, showing the time spent conducting the interview, and tracking the type of fishery within area-time strata so that percentage of target reached can be determined. It indicates possible bias in the interview and provides some general effort information.

1. INTERVIEW NUMBER.

The interview number is a unique nine digit identifier in the TIP data base. The new interview number consists of a 2-digit NMFS state code, a 2 digit duty station code, and a 5-digit sequence number. These codes are automatically assigned AFTER the user sets up the correct defaults. The 2-digit NMFS state code represents the **reporting state.** This is the state from which the landings originated. Occasionally, agents will sample landings from state codes out of their area. In these cases, this 2-digit state code must be changed to represent the proper state. The duty station code will remain the same unless the agent is actually temporarily assigned to another station. Changing the 2-digit NMFS state code requires changing the state default for those particular interviews. The default will have to be re-set every time the reporting state changes. **(NOTE: There are specific instructions for this procedure. Please refer to 'Customizing Your System - The DEFAULT Menu - Indicate State, Station, and Next Interview' found in Part II, Chapter 5 of the TIP Data Entry System, User's Guide, version 3.2, by Susan M. Gold)**. Interview numbers should not be assigned until the reporting state can be determined; however, it is possible to edit the number if it is later determined that the reporting state is in error. At the beginning of each new year, the sequence number should be set back to 00001 for each reporting state default. Numbers should automatically sequence themselves within each interview number default setting. All samplers are assigned a duty station code (see Appendix 3). If your name does not appear, please contact Josh Bennett at 305-361-4485 or joshua.bennett@noaa.gov to have a code assigned.

2. TARGET FISHERY.

The purpose of this code is to have the sampler identify the primary target group or species for the fishing trip. It is often useful to extract data from the TIP data base by this designation and the sampler is relied upon to identify one of the following species groups as the primary target:

CP	1	Coastal Pelagics
RF	2	Reef Fish
OP	3	Ocean Pelagics
IN	4	Invertebrates
ML	5	Mullet
BF	6	Bluefin Tuna
EG	7	Estuarine Fish
MX	8	Mixed
SL	9	Slope Fish (Ground Fish)

Only one species group should be selected for each fishing trip that is sampled.
Note : If you are unsure as to which group a particular species falls into, refer to the species code table at the end of this document. Many of the species are classified by group. If the species you are looking for isn't defined, you must make an educated guess.

3. FISHING MODE.

The purpose of this information is to indicate whether the data were collected from a source other than commercial fishing. The codes that are to be used are:

CM	1	Commercial fishing Vessel involved in fishing specifically to sell the catch.
CP	2	Charter trip Fishing vessel rented for a finite period of time, and at least one of the activities on board is recreational fishing.
HB	3	Head boat trip Vessel engaged in recreational fishing, in which individuals pay by the person for the opportunity to fish off the vessel.
PR	4	Private, recreational fishing trip Fishing vessel owned by a member of the party engaged in recreational fishing. Usually the fishing party is smaller than the charter or headboat party.
TR	5	Organized fishing tournament Recreational fishing competition with prizes or trophies.
SS	6	Scientific survey Data obtained as a result of scientific cruises. These cruises usually collect data with the purpose of studying one particular species or fishery. This is fishery independent data.

Note, only one code should be selected.

4. AGENT.

The sampler is to record a two digit letter code that identifies who conducted the sample. The same code is to be used for every sample. The samplers initials are the preferred code.

5. DATE.

Record the month, day and year that the interview was conducted or the sample(s) was (were) taken. Use the format, MM/DD/YY.

6. REPORTING AREA .

For sampling design purposes, it is important to know the location where fish are initially landed. As stated previously, the interview number contains the reporting state and must be adjusted accordingly. The 2 digit NMFS county code and the 5 digit zip code should be used for the Reporting Area. These are best determined by identifying the dealer whose dock was used to off-load the fish from the vessel. If the fisherman cannot be interviewed, the truck driver or the dealer at the sampling site will generally have this information. Agents stationed in the reporting area are also a useful source. Once the off-loading dealer is determined, the county and ZIP code can be looked up on a dealer list which is provided by the TIP coordinator.

7. SAMPLING SITE.

The SAMPLING SITE fields provide detailed information regarding the location of the sampling activity. There are four fields involved: the NMFS state code, the NMFS county code, the 5-digit zip code, and a code for the location where the sampling was performed. The location code can be a dealer code or a NOAA Fisheries Marine Recreational Fisheries Statistics Survey (MRFSS) site code depending on where the sampling takes place. A dealer code list for seafood dealers in the S.E. is included in Appendix F1. **When a dealer code is used, enter the last 4 digits of the code in the site location field. For example: If the dealer code is 'WD0000999', enter '0999' as the site code. Some dealers have codes in more than one state. Be sure you enter the code from the state in which the sampling occurs.** If the sampling occurred at a non-commercial location, i.e. a public boat ramp or dock, then the MRFSS site codes are to be used. These codes are in Appendix F2. **Since there is no identifier for which type of code is used, precede all MRFSS site codes with 'M'. For example, if the MRFSS code is '22', code as 'M022' using the zero as a spacer. This is a new procedure.**

8. REPORTING PERIOD.

Use these fields to list the start date and the landing date of the trip. The program fills them with the date of the interview if they are left blank. The fields will be re-titled in the next version of the TIP entry program.

9. INFORMATION SOURCE.

Choose one of the following codes to indicate the source of the sampling information. Landings and effort information can be obtained later in most cases, since the sampler should have the vessel id number and the landing date. Other numbers, such as the individual's state license number and the dealer ID number can also serve to help link catch and effort data. Effort data can be obtained by phone interview if necessary. The TIP coordinator will make dealer and individual license data available to the samplers where possible to aid this process. If the landings and effort information is obtained after data entry occurs, samplers will need to update this field when they add that information to their interviews. Only one code should be selected :

SR	1	Sales records Commercial dealer trip ticket(s) or other records were used to collect the landings portion of the TIP interview.
LB	2	Logbooks A NOAA Fisheries Logbook report was used to collect the landings and effort portions of the TIP interview.
SS	3	Site sampling No landings records were available or trip was non-commercial..
SI	4	Sales records & interview Sampler obtained landings data from the dealer and interviewed captain of vessel for effort information.
OD	5	Observer data Sampler collected landings and effort data from observer records.
SO	7	Sales records and observation Sampler collected landings data from dealer records and effort data from observer records.
CI	8	Interview with no landings provided Sampler interviewed captain for effort data but landings records were not available.

10. TRIP TYPE.

TRIP TYPE is used to identify the type of fishing trip being sampled according to the primary gear used. If a combination of gears were used, then a decision on the "primary" gear should be made (usually the gear that was fished the longest). Specific gears will be recorded in Section II. The following gear codes are to be used as TRIP TYPE designations:

030 Haul Seines
100 Encircling Nets (Purse)
200 Trawls
300 Traps & Pots
400 Entangling Nets (Gill)
600 Trolling, Electric Reels, Hand Lines, or Buoy Gear
675 Surface Longlines

10. TRIP TYPE (cont'd)

676 Bottom Longlines

735 Cast Nets
900 Gigs, spears, powerheads, or by hand.

A code must be selected for each fishing trip that is reported.

11. TIME OF DATA COLLECTION.

Use this field to record the sampling period or time required to complete the trip interview, from beginning to end. The time should be recorded in military time. If more than one interview is obtained on the same day at the same site and sampling time cannot be easily allocated between interviews, divide the total time equally between the interviews. Format is hh:mm. Agents are encouraged to complete this field, but it is not required. This field may be of use where burden on industry is a concern.

12. BIAS TYPE.

This field is used to identify interviews that are known by the sampler to be biased and therefore not truly representative of the fishery. The codes that are to be used to identify bias are:

NB	1	No bias Data are representative of fishery in fisherman's opinion.
SB	2	Size bias Not all size groups of the catch are available for sampling. This does not include situations when fish are discarded due solely to legal restrictions.
EB	3	Effort bias Trips where the primary effort was directed toward a species group and/or market category not included in the sample.
SE	4	Size & effort bias Interviews where size and effort bias both occur (see above definitions).
NI	5	No information - Use if no interview was obtained for the trip.
TS	6	Targeting sex bias. Effort is directed toward a particular sex.

13. INTERVIEW TYPE.

The purpose of this field is to identify the person or persons interviewed for the trip. The

following codes are to be used to specify the type of interview:

FS	1	Fisherman sample If some or all of the catch and effort information for the interview were provided by captain or crew, code the interview type as a Fisherman Sample. Logbook information would come under this heading.
DS	2	Dealer sample If ALL of the catch and effort information for the interview came from the dealer or processor or if no such information was provided, code it as a Dealer Sample.
AT	4	Angler Trip Used in cases where vessel has more than one licensed fisherman and the catch is split and sold under two or more licenses **and** the sampler interviews and samples catch from each fisherman separately.
OT	5	Observer trip If the interview information were provided as a result of being an on board observer, or from another observer, then select observer trip.

14. LANDING TYPE.

This field indicates whether or not the landings information is complete for this fishing trip. Once again, landings information can often be obtained after the interview has taken place. This field will need to be updated when landings data is added to the interview. The sampler is to select one of these four codes:

CL	1	Complete landings (weight)
IL	2	Incomplete landings
NL	3	No landings - Use where no landings report filled out (recreational trips).
NF	4	No fish caught

15. CREW SIZE.

The number of crew, including the captain, who fished. In non-commercial trips, fishing passengers count as crew.

16. TOTAL EFFORT.

DAYS OUT: Record the number of days rounded up to the tenth decimal (24 hrs = 1.0 days, 30

hrs = 1.3 days) from the day of departure to the day of return for unloading, i.e., the number of days that the boat was away from the dock.

DAYS FISHED: Record the number of days the vessel was actively engaged in fishing. Once again, round up to the tenth decimal (24 hrs = 1.0 days, 8 hrs = 0.4 days).

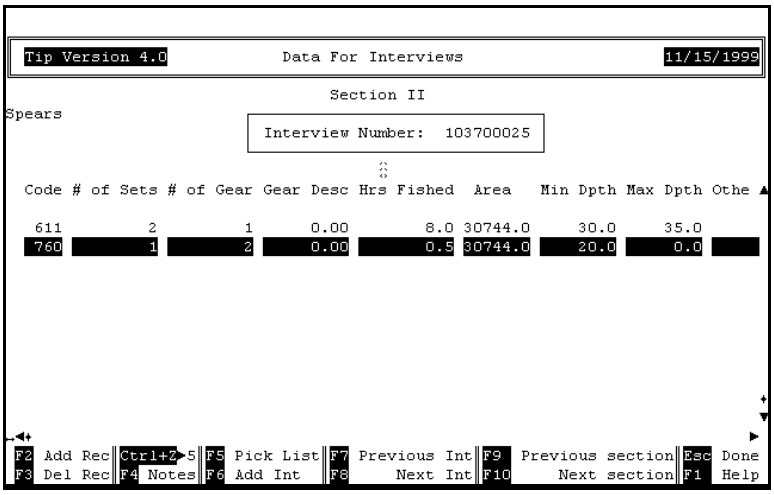
17. TERMINATION.

Specify the reason the fishing trip ended. The following are the valid codes for this field. Please choose only one.

UK	0	Unknown
NR	1	Normal Return
WR	2	Weather
EQ	3	Equipment failure or crew injury
NF	4	No Fish
SA	5	Predators (ie. Sharks) in area prohibit fishing
WI	6	Weigh In - when it is necessary to return to dock prior to season closure or at the end of a tournament.
OB	7	Out of Bait
QR	8	Quota reached - when trip limits or bag limits have been obtained.

18. VESSEL INFORMATION.

The vessel ID number must be recorded for all size-frequency samples whenever it is possible to determine one. Record the **vessel ID**, which is either the U.S. Coast Guard registration number or the state registration number for each interview. If it is a state registered boat, then use both the alpha and numeric characters (ie. AA9999AA, where A is a letter and 9 is a number). Do not leave any blanks or hyphens between the letters and the numbers. If it is USCG registered, omit the DO prefix and enter the number only. Record vessel length in feet.



B. Section II: Fishing Activity

The purpose of this section is to provide detailed information on gear, fishing effort and the general location of the fishing activity. Since much of this information is obtainable in other databases, it is best that the sampler provide data that is obtained through direct interview with the captain and/or personal observation so that quality control can be achieved. For now; however, the section should be completed even if the data is copied from records. If the Information Source is properly coded in section I, first hand effort data can be distinguished from that which is copied from records. Once links between the databases have been reliably established, this section will only be included where first hand information can be obtained.

19. GEAR CODES.

Record all types of gear that were used on the fishing trip. The 3 digit NMFS gear codes must be used (see Appendix 4). Gear codes can also be obtained within the PC program by pressing the F5 key within the gear code field. The code can then be selected from the pop-up list. Avoid using "combination gear codes", i.e. 400, 600, which aren't as specific. If no specific gear information is available, or if the gear used has no proper code, enter ‘000' for ‘gear not coded’. In the latter case (no proper code), the sampler should contact the TIP coordinator with a full description of the gear so that a code will be assigned.

20. NUMBER, QUANTITY, and OTHER (formerly labeled number of sets, number of gear, and gear descriptor).

Enter these data for all gear types fished using the following guidelines:

A. PURSE, HAUL, AND STOP SEINES, GILL, TRAMMEL, AND LAMPARA NETS - Record the total number of nets fished (number), the average length per net in yards (quantity), and the mesh size in inches (other). The mesh size is measured between the diagonal knots of the mesh stretched closed.

B. OTTER & BEAM TRAWLS AND PARANZELLA NETS - Record the number of trawls/nets towed (number), the total length of the lead line in yards (quantity), and the mesh size in inches stretched closed (other).

C. HAND LINES AND TROLLING GEAR - Record the total number of lines that were fished during the trip (number) and the average number of hooks per line (quantity). Do not enter data in the (other) field.

D. LONG LINES, BOTTOM AND SURFACE - Record the average number of miles per set (number), the average number of hooks per set (quantity), and the number of sets fished per trip (other). For soak time on long lines record the time from the start of deployment (first hook in) to the start of retrieval (first hook out).

E. DIVERS - Record the total number of dives (number) and the total number of divers (quantity). The (other) or gear descriptor field should be left blank.

F. FISH & SHELLFISH TRAPS & POTS - Record the number of traps (or pots) that were set per trip (number), the number of traps (or pots) hauled per trip (quantity), and the mesh size in diagonal inches (other). Hours fished (soak-time) is defined as the time in hours from set (time the gear begins fishing) to haul (time at which the gear is retrieved). This can be longer than the length of the trip since the traps can remain in the water while the vessel returns to port.

21. HOURS FISHED (soak time).

The soak time is the amount of time the gear is in the water fishing. Record soak time in hours. Record soak times for all gear types fished. If two or more units of the same gear were fished in the same area at the same depth for different soak times, record the average soak time.

22. AREA.

The area shows where the fishing took place. Record the area in degrees of latitude and longitude. Record the area for each gear type fished. If a gear type was fished in more than one area, record multiple areas for that gear type. Once again, this information preferably should

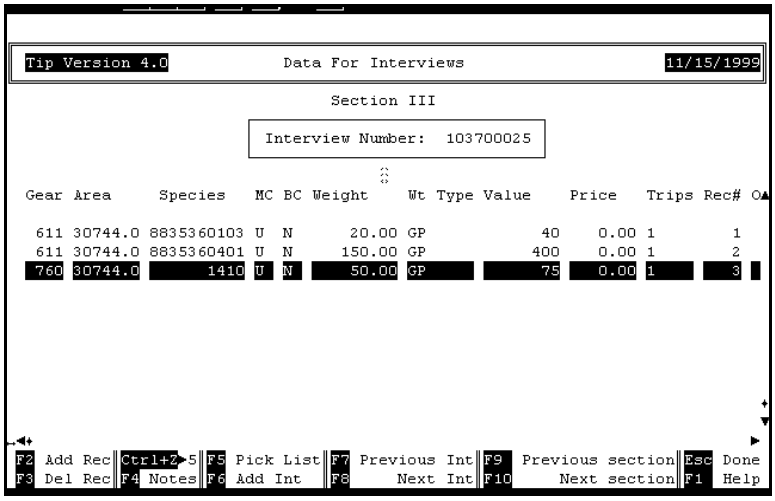
come from interview of the captain or crew. Enter the coordinates this way: 4XXYY.A where 4 designates a lat-long area type, XX is degrees latitude, YY is degrees longitude and A is the sub-division of the lat-long grid. This sub-division A is coded as follows: NW=1, NE=2, SW=3, and SE=4. If a sub-division cannot be determined, enter '0' for A. Please use the subdivision coding system **only** with lat-long area types.

If the area is not available as degrees latitude and longitude, the Gulf of Mexico or South Atlantic Shrimp System codes may be used. The Gulf of Mexico Shrimp System areas are entered as follows: Enter '200GG.G' where 2 designates the Gulf Shrimp System, the two zeros '00' are spacers, and GG.G is the code. (Example: Gulf SS area = '05.1' for Tampa Bay, enter '20005.1'). Note that in the preceding code the '.1' does not indicate the NW portion of the '05' grid as with lat-long areas; rather, it is water body specific to Tampa Bay. The South Atlantic Shrimp System areas are entered as follows: Enter '30SSS.S' where 3 designates the SA Shrimp System, zero '0' is a spacer, and 'SSS.S' is the code. (Example: South Atlantic SS area = '744.2' for Biscayne Bay, enter '30744.2'). Again, the '.2' does not indicate a lat-long sub-division, but is water body specific to Biscayne Bay.

23. DEPTH RANGE (in fathoms).

The depth or depths at which fishing occurred. Record depths in **fathoms** (1 fathom = 6 feet). Depth can be recorded several different ways. If only one depth is obtained, enter it in the first field. It will be assumed that this is either an actual or an average depth. If a minimum and maximum depth are provided, record the minimum depth in the first field and the maximum depth in the second field. Depth is recorded from the surface to the bottom for all gears except pelagic longline. For pelagic longline, depth is from the surface to where the hooks are fished. This is generally the length of the float-line + the drop-line (gangion). If the hooks are set at different depths, an average hook-depth should be entered.

* At the end of Sections II-V, an additional field "Other" has been provided so that samplers may record unique information about a particular trip. Some uses include recording individual license numbers, 'trip-ticket' numbers, or the name of a new gear type. This information does not get batched out*



C. Section III: Landings Composition

Data for this section are taken from one of four sources: Dealer trip tickets or records, Vessel logbooks, Observer logs, or sampling on site. In all cases except site sampling, TIP requires the data to be linked with the related database. If the vessel id and landing date is obtained, the agent should be able to get this information from the dealers or fishermen after the sampling takes place. In other words, if the entire catch from a trip is available, don't wait for the catch to be sorted and a trip ticket to be filled out. Get the samples first and worry about the landings records later. When the landings records are obtained later, it is important that the information source code be updated to reflect the proper source (Section I.9).

The sampled species will need to be related to the species or species groups in the landings records. The sampler will commonly see sampled species in section IV which relate back to non-specific or even incorrect groupings in the landings records. It is important that the samples be assigned numbers which reference records in the landings section so that proper species composition of landings can be achieved. Here is an example: The sampler intercepts a trip at the dealer for which no landings records are available at the time. The sampler separates out samples of three species: gag grouper, red porgy, and gray triggerfish. No other species were landed. Later, when the sampler looks at the landings record, he/she sees the following: 'black grouper' xxx lbs, 'red porgy' xxx lbs with no other fish listed. The sampler will relate the gag grouper back to the 'black grouper' by experience with the dealer and assign each a reference number of 1. The red porgy will naturally relate back to 'red porgy' and each will be assigned a reference number of 2. It is uncertain where to place the gray triggerfish. Upon contacting the dealer, the sampler will confirm that the gray triggerfish were weighed with the 'red porgy', thus the gray triggerfish and red porgy in the sample section (IV) should be assigned the same reference number (ie. '2') as the 'red porgy' in the landings section (III). Thus when the fisheries scientists examine the landings data from the canvass database, they can relate the data to the

TIP database and realize that part of the 'red porgy' landings are actually gray triggerfish. This is extremely useful information. In order for this type of relationship to be achieved, the sampler will have to wait until the landings section can be included prior to assigning final reference (replicate) and sample numbers to the samples.

24. SPECIES CODES.

Either the NMFS 4-digit species code or the 10-digit NODC code should be recorded in the species code field (see Appendix 7). The Caribbean may use the Erdman or OECS codes. In this section, the code should describe what the dealer puts on the landings record, not necessarily what the species actually is. The NODC coding system allows the code to be very general (ie. 8835020000 = Groupers (Serranidae)), or specific (ie. 8835020502 = Black Grouper). NMFS codes also allow for general groupings as well as specific codes. As mentioned previously, dealers will often use generic codes in their landings records. All species codes are listed in the appendix in order of code and by species common name. The pick list in the data entry program also provides a means of looking up the appropriate code. This is done by pressing F5 twice within the species code field and then entering a species name or portion of the name. The program will then scroll to that portion of the list having the desired codes. **Please do not use size specific codes in the species code fields. Size information will be included in the market category field.**

25. MARKET CATEGORY.

If the fish are listed **on the landings records** by size or other market category, include this information here. Samplers should not attempt to assign a market category on their own just because the fish are a certain size. If a new market category appears for which there is no proper coding, contact the TIP coordinator to obtain a code.

26. BYCATCH.

This field indicates whether the fish sampled were incidental (bycatch) to the targeted species. For example, if the trip targeted king mackerel and a grouper was caught, the grouper would be 'bycatch'. If the trip targeted reeffish and a swordfish was caught, the swordfish would be 'bycatch'. Both these examples point out that the bycatch designation has nothing to do with the value of the fish, but whether or not effort was directed towards that species or species group. The sampler can look at the target fishery designation of the fish in the species code list to help determine this. If the designation is different from that of the target fishery in Section I, it is

26. BYCATCH (cont'd)

probably a 'bycatch'.
Select one of these two codes:

Y Yes
N No

This field can be somewhat subjective in nature, and if the sampler is unsure, he/she should enter 'N' for 'not bycatch'. This is a good place to use a default setting of 'N' (see Customizing Your System, Chapter 5).

27. LANDING WEIGHT AND WEIGHT TYPE.

Record the total weight for each species/market category combination and the condition that the fish were landed. Note : In the past, landing weight was recorded to the nearest pound. Now, weights with up to two decimal places are allowed. The following are valid codes :

PC	0	Pieces in Pounds
GP	1	Gutted in Pounds
HP	2	Headed in Pounds
RP	3	Round/Whole in Pounds
GK	4	Gutted in Kilograms
HK	5	Headed in Kilograms
RK	6	Round/Whole in Kilograms
HG	7	Headed & Gutted in Pounds
GH	8	Headed & Gutted in Kilograms
CP	9	Carcass in Pounds
GG	A	Gutted in Grams
RG	B	Round/Whole in Grams
LK	D	Log in Kilograms
LP	C	Log in Pounds
FP	E	Fins in Pounds

If there is a weight, there must be a code for the type or condition landed.

28. VALUE.

Record the value (price*landing weight) of the species or respective market category for each entry to the nearest whole dollar. If price per pound is recorded, then value is not required. Either price or value should be obtainable from the landings records.

29. PRICE.

Record the price per pound for the respective species &/or market category. If value is recorded, then price is not required.

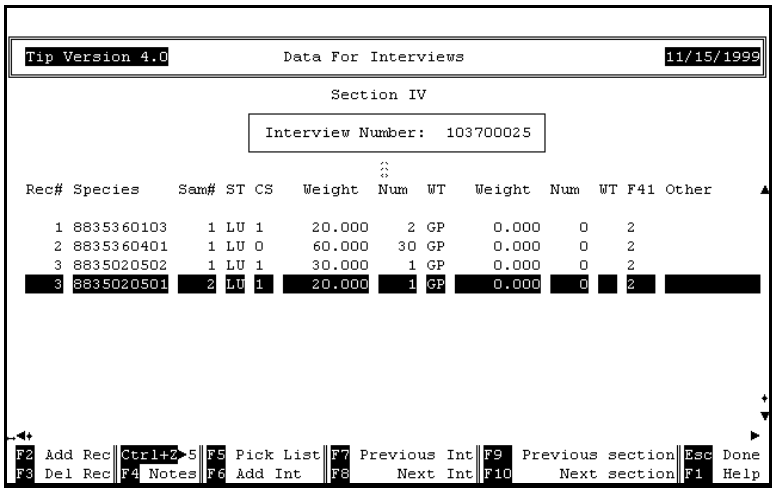
30. NUMBER OF TRIPS.

If the landings are from several trips, then record the number of trips in the number of trips field. Otherwise, enter 1. This is another good place to use a default.

31. REPLICATE NUMBER (REC#).

This is the number mentioned at the beginning of the section. Its purpose is to identify each of the species or species group/size/gear/area combinations that are landed on the trip. The information will come from the landings records or site sampling. Samplers may assign gears to individual species or market categories based on recent knowledge of the fishery; however, samplers should not attempt to 'split' landings records. In other words, if multiple gears were used to catch a species / size group and the landings records are not grouped accordingly, the sampler should not create additional records by dividing the pounds among gears. Simply code the gear as '000' for not coded. The same with area; if the landings record is ambiguous as to the area, do not code an area in the record. This problem will occur with dealer records more than with logbook or observer data, since the necessary detail should be present with the latter two. The first entry in this field should be 1, and each subsequent entry should increase by 1 (i.e., numbered sequentially). Once these numbers are assigned to the landings records, the same numbers can be assigned to samples in order to achieve species composition as stated .

There will be many situations where the landings records are present at a finer level of detail than available in the sample. In other words, the sample may have been taken on unsorted red snapper, and the landings subsequently sorted so that landings records state (for example): red snapper - large: xxx lbs (replicate 1), red snapper - medium: yyy lbs (replicate 2), red snapper - small: zzz lbs (replicate 3). In another example, the logbook records might show xxx pounds of red snapper caught with bottom longline ('676') and yyy pounds caught with rod and reel ('611'). The sample was taken on all the red snapper as a group. Since there is no way to relate the sample to just one of these records, it is necessary to add an artificial record to the landings section that the sample can be linked to. This record should be coded as follows: Replicate = '0', gear='000', species='0000', pounds= 0. The samples in question can then be assigned replicate numbers of 0 in all subsequent sections while being given individual sample numbers.



D. Section IV: Sampling Information

The purpose of this section is to provide sample summary data. It is important to note that from this stage forward the data are scientific in nature. That is; there is no input from any source other than the samplers obtain through direct observation and measurements.

32. REPLICATE NUMBER (REC#).

Enter the replicate number (from III.31) which corresponds to the correct species or market category. Once again, if no direct link can be established, enter a replicate number of 0.

33. SPECIES CODE.

Once a replicate number is entered, the program automatically fills in a code from section III. This is the code for the species or species group as it appears in the landings records and is **not necessarily the correct code.** If the actual species code of the sample is different than the code from the previous section, the sampler must enter the actual code. Samplers should try to further identify any fish that were given general classifications in the previous section. For example, the sampler sees that the landings coded as ‘1410' Unclassified Grouper in the previous section is actually ‘1423' Gag Grouper and should enter the latter code in this section. It is desirable for the agent to observe and record the name of each species in the catch even if no counts or individual measurements are actually taken of each species.

34. SAMPLE NUMBER.

In addition to being assigned a replicate number designating the species / market category it was

taken from, each sample is assigned a sample number within its replicate designation. This is due to the fact that multiple samples are routinely taken from a single species / market category. This may be occur because the dealer has the fish in different vats, and the sampler takes a sample from each, or takes samples from different sections of the pile, or breaks the dealer's assigned categories into distinct species and samples each species separately. Whatever the reason, number the samples starting at 1 for each new replicate designation. This sample number along with the replicate number will carry through to the next section where individual measurements are taken.

35. SAMPLE TYPE.

This shows whether the sample was taken at sea or at the dock, and from sorted or unsorted landings. The following are valid codes :

LU	1	Landed Unsorted
LS	2	Landed Sorted
SU	3	At Sea Unsorted
AA	4	As Available - when some, but not all landings have been sorted.
QS	**5**	**Quota Sampling** - Use this designation for non-random samples; that is, samples that were taken to fill biological hard-part or tissue needs and were taken from specific fish because of their size or sex while ignoring other fish in the landings. The preferred method is to pick random samples from the landings, and then pick fish from the randomly selected sample to fill the quota needs (samplers will have to guard against bias when making the initial random selection). In this case the designation would **not** be Quota Sampling, since the original sample was randomly selected. There will be cases; however, where the sampler will need to select fish on a non-random basis because random sampling does not produce enough fish to fill the quotas for all sizes. **It is very important that these samples are properly identified.**

36. CATCH STATUS.

This field is used to record whether or not the sample is equal to the total catch. This refers to each replicate-sample number designation separately. In other words, if the agent sampled all the snowy grouper in the catch, he/she would enter 'Y' in this field for that record even though the entire catch (of all species) was not sampled. If more than one sample of the snowy grouper were taken, and they add up to the total catch of snowy grouper, enter 'Y' for all those records.

36. CATCH STATUS (cont'd)

The following are valid codes:

N	0	Sample is not total catch
Y	1	Sample is total catch

37. FISH IN SAMPLE.

Record the total weight of the sample in the "Weight" field, the number of fish in the sample in the "Number" field, and the measurement type, i.e. gutted in pounds, round/whole in pounds, etc., in the "Weight Type" field. It is desirable to weigh each sample so that its percentage of the landings can be properly determined. It is essential to weigh samples if they were taken from landings where species are sorted by size.

38. FISH IN SUBSAMPLE.

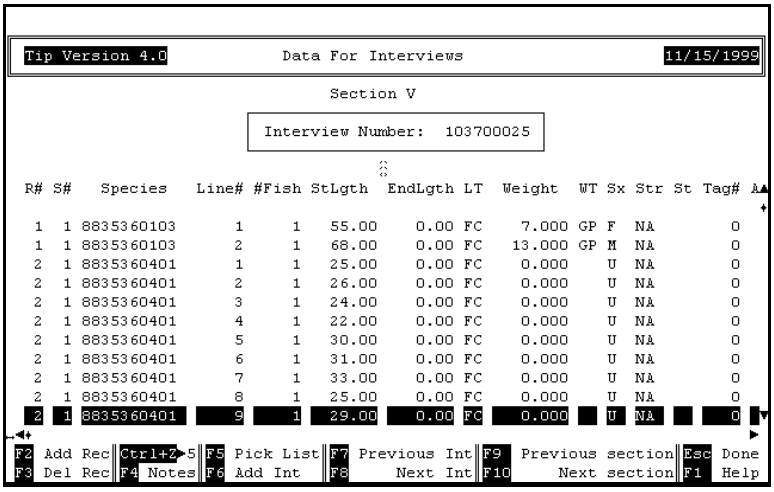
This field is used to record the weight, number and type of measurement in the same manner that is described in data element (#37) only if the sampler is UNABLE to measure all of the fish in the sample.

39. FORM OF RECORD TYPE 41.

Indicate the method of data recorded in Section V. The valid codes are:

0	No data taken on individuals
1	Modal length frequencies are recorded, where each length is preceded by the frequency of that length. No other individual data are recorded.
2	Length frequencies are recorded, where each length is preceded by the frequency of that length.
3	Only minimum and maximum lengths are recorded.
4	Length frequency & other biological data are recorded.
5	Only sex is recorded.

E. Section V: Bioprofile Data



This section is for entry of measurements of individual fish or shellfish.

40. REPLICATE NUMBER & SAMPLE NUMBER.

Enter the replicate number and sample number from Section IV that corresponds to the fish that are measured and/or weighed.

41. SPECIES CODE.

Enter the appropriate species code each time that the lengths or weights for a new (different) species are recorded. Here it is expected that the sampler make the identification at the species level. In circumstances where the sampler is unsure of the species, code to the finest level possible while taking a photo of the fish (if possible) for identification later. The records can then be edited once positive identification is achieved. In some cases a fish may be purchased from the dealer and submitted for identification. Samplers may need to clear such purchases with their supervisors

42. LINE NUMBER.

This field assigns a line number to each measurement or measurement range within a sample. A new species group/replicate/sample number automatically resets the line number to 1.

43. NUMBER OF FISH (FREQUENCY).

The number of fish that have the same length or weight is to be recorded in this field. If only one fish was measured at the respective length, enter 1.

44. LENGTH RANGE.

This field is used to record the actual length of each fish or group of fishes having the same length. If only one length is entered, enter it in the "STLGTH" field. If a length range is entered, record the shorter length in the "STLGTH" field and the longer length in the "ENDLGTH" field. The 'length ranges' typically represent length increments on the punch-board measuring device. For example: gray snapper, 5 fish 32.0cm-33.0cm, 3 fish 33.0cm-34.0cm, etc. The lengths should be entered to the best possible resolution. It is not appropriate, using the above example, to enter: gray snapper, 8 fish 32.0cm-34.0cm.

Note : If recreational data is being entered, the lower range "STLGTH" can be used for fork length, and the upper range "ENDLGTH" can be used for total length.

45. LENGTH TYPE.

The type of measurement that is used for each entry must be recorded in this field. The valid codes are:

FC	1	Fork in Centimeters
TC	2	Total in Centimeters
FI	3	Fork in Inches
TI	4	Total in Inches
SC	5	Standard in Centimeters
CL	6	Carapace in Centimeters
CI	7	Carapace in Inches
FT	8	Fork & Total in Centimeters
FM	9	Fork in Millimeters
TM	A	Total in Millimeters
CM	B	Carapace in Millimeters
CC	C	Core in Centimeters
LC	D	Log in Centimeters
ST	F	Standard & Total in Centimeters
NN	G	Stone Crab Claw, non-regenerated, non-forced fracture
NF	H	Stone Crab Claw, non-regenerated, forced fracture
RN	I	Stone Crab Claw, regenerated, non-forced fracture
RF	J	Stone Crab Claw, regenerated, forced fracture
LM	L	Shell lip in MM
SM	M	Shell length in MM

SL	O	Lower length Shell/Upper length
TA	P	Tail width in MM/Tail length I
EA	Q	Telson length in MM/Tail length
EM	S	Telson length in MM
AM	T	Tail length in MM
TW	W	Tail width in MM
CE	X	Core in Millimeters
LG	Y	Log in Millimeters

The standard procedure is to measure all fish in fork (center-line) length. Measurements should be taken to the nearest tenth centimeter or in millimeters. This field will be split into length type and length units in the next version of TIP. Since most of the sampling is done in fork-centimeters or fork millimeters, this is a good place for a default setting.

46. WEIGHT AND WEIGHT TYPE.

This field is used to record the individual weight & weight type of the fish measured. Since many of the measurements are in gutted pounds, this may be a good place for a default setting.

47. SEX .

If the sex of the fish is identified, then use one of the following valid codes:

M	1	Male (maturation unknown)
F	2	Female (maturation unknown)
U	3	Unknown
T	4	Tar (Spiny Lobster)
G	5	Gonads Taken
N	6	Female Without Eggs
E	7	Female With Eggs
D	8	Female Developing
S	9	Female Spent
W	0	Male without Sperm
A	A	Male (mature but inactive)
B	B	Female (mature but inactive)
H	H	Sex unknown (mature but inactive)
I	I	Sex unknown (immature)
J	J	Sex unknown (part. developed; part spent)
K	K	Sex unknown (developing)
L	L	Male Developing
O	O	Sex unknown (spent)
P	P	Male Spent

Q	Q	Male (part. developed; part ripe)
R	R	Female (part. developed; part ripe)
V	V	Male with Sperm
X	X	Female (part. developed; part spent)
Y	Y	Male (part. developed; part spent)

Note: The sex codes M - male, F -female, and U - unknown should be used when no other descriptive data are available. If further information can be obtained, then the appropriate code that describes the sex as well as the maturation stage of the fish should be used. It may be necessary to determine sex when biological samples (i.e., otolith, scales, tissue, etc.) Are taken from certain species. See chapter 4 and the most recent target lists for more information.

48. AGE STRUCTURE.

If ageing information is collected, then one of the following codes should be used to indicate the type of structure taken:

NA	0	Not Aged
S	1	Scale
P	2	Pectoral Fin Ray
O	3	Otolith
SO	4	Scale & Otolith Taken
D	5	Dorsal Spine
OT	6	Otolith & Tissue
OG	7	Otolith & Gonad
G	8	Gonad
T	9	Tissue
HG	A	Otolith, Spine & Gonad
TG	B	Otolith, Scale & Gonad
HS	C	Otolith, Scale & Spine
TS	D	Tissue, Scale & Spine
M	E	Muscle
H	F	Heart
L	G	Liver
EL	H	Eye Lenses
V	V	Vertebrae

49. AGE STATUS (ST).

This field is used to record the disposition of the age structure. If the age structure field is completed and an age structure is taken, use 3 as a default code. The final code will be completed at a later date when the age has been determined.

0 Not Aged
1 Only Number of Marks Recorded
2 Length to Annulus Recorded
3 Structure Taken, Not Analyzed

50. TAG NUMBER.

This field is used to record a tag number in conjunction with the taking of biological samples. The tag number should match the tag number included with the biological sample, so that it may be used to link length/weight data with age data, when studies are completed.

Note : For each interview, the range of tag numbers extends from 1-999. For each new interview, tag numbers should start again with the number 1.

51. AGE.

This field will be completed after ageing studies have been performed.

52. GONAD WEIGHT.

This field has been included to accommodate sampling in the Caribbean region. Any data entered in this field will not be batched out.

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